10 March 1972

MEMORANDUM FOR: Director of Training

THROUGH

: Chief, Operations School

SUBJECT

: Course Report, CS Records II #5-72,

Section II

Student Body

1. Twelve students attended the course. They ranged in grade from GS-04 through GS-12 (average, GS-07) and in length of service from one year through nineteen years (average, 6.5 years). They represented the following offices:

AF	1
EUR	2
FE	2
ISD	1
NE	1
$_{\mathrm{SB}}$	3
WH	2

2. There were seven cancellations before the course began.

Course Content and Presentation

3. There were no changes in either. However, since this was a fairly small and experienced class, we were able to move more rapidly and finish the course half a day early.

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Guest Speakers

4. All speakers were our regular representatives.

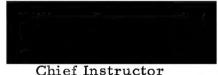
Student Critiques

5. Attached herewith. The comments of who took the course at his own request, seem particularly worth noting.

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Chief Instructor's Comments

6. This group, as compared with the students in the first section, were considerably more experienced in Records procedures and their practical application. Class discussions were a good deal livelier and more informed, sometimes becoming a seminar in which there was a frank discussion of mutual problems.



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Attachments

- A. Course Schedule
- B. Student Roster
- C. Course Critiques

Distribution

Original - DTR 2 - OS/ST

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